



SECTION 2. Employment	POLICY 2.11 Holidays	EFFECTIVE/REVISED DATE: 02/12/2022
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POLICY: Seven holidays are recognized in the course of each year. They are:

- New Year’s Day
- Easter or Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

1. All hourly employees scheduled to work on these holidays will receive 1.5 times their regular rate of pay for hours worked, up to 8 hours.
2. Hourly full time employees not regularly scheduled to work on a holiday may take a paid day off in lieu of the holiday based on their regular rate of pay. This must be taken within the same pay period as the holiday.
3. All employees who do not work on these holidays will be paid for holidays based on a pro-rated schedule (based on the number of hours paid in the previous pay period):
 - 1-20 hours/week will receive 2 hours for the holiday off based on their regular rate of pay
 - 21-40 hours/week will receive 4 hours for the holiday off based on their regular rate of pay
 - 41-63 hours/week will receive 6 hours for the holiday off based on their regular rate of pay
 - 64-80 hours/week will receive 8 hours for the holiday off based on their regular rate of pay

Responsible Staff

All employees of Lotus Care LLC

Revision History

DATE	DESCRIPTION